



## Annual Meeting Poster Requirements

During the Annual Meeting (May 19-20, 2026), all participating Healthcare Teams will present a poster that tells the audience about their work. Please review the guidelines below and email your coach if you have any questions.

### Poster Size and Submission Guidelines

- Only one poster per Healthcare Team is required, regardless of number of participating active initiatives.
- Healthcare Teams will be required to submit an electronic copy of their poster to their PQC QI coach via email by **April 30, 2026** and print a hard copy to display at the meeting.
- This will count as your QI report out (Milestone 4) for Q1 for your active initiative.
- Printing your poster:
  - Posters must be **no wider than 3 feet, though can be smaller than this**
  - You may choose to create and print a large scientific poster, or share your information in a PPT (print one slide per page to hang on the display boards)

### Display Tips for Poster

- Be creative! The goal is not to create a polished product. Keep it simple and straightforward—we don't want you to spend a lot of time but have fun!
- Pictures (including of people/team members)
- Large font size
- Color to highlight key messages
- Clear titles and labels if you include graphs (X and Y axes, dates, brief explanation of what it shows)

### Elements to Include on the Poster

- Required Elements:
  - Organization Name
  - Problem Statement
  - Focus Area
  - Status
  - Measures
  - Key Interventions
  - Results
  - "On this topic, our team would most like to learn from our peers..."
- Optional Elements:
  - Health Equity/Patient Voice
  - Engagement and Buy-In
  - Launching Initiative
  - Dissemination
  - Sustainability